

NAMING CONVENTIONS *

Facility Files (File ID 10)

Plot Plan Review	PLOT PLAN RVW
Inspection Report	INSP RPT
Request for Records	REQ RCRDS
Annual Compliance Package	ACP
Misc Compliance Documents	COMP DOCS
LPG Installation Application	LPG INSTALL APP
Change of Ownership	OWNER CHNG
Notification	NOTIF
Registration	REG
Oil Gas Leak #####	OGL #####
Oil Upgrade #####	OUP #####
Acknowledgment Letter #####	ACK #####
Oil Suspected Release	OSR #####
UST Leak/Report Form	LEAK RPT FORM
Minor Equipment Repair Replacement	MINOR EQPT RR
Inspection Report w/Corrections	INSP RPT CORR
Oil Consumer Complaint	OCP XXXX
Oil Technical Assistance	OTA XXXX
Oil Site Investigation	OSI XXXX

Letters (File ID 1)

Site Summary Form Request	SSF REQ
Site Characterization Request	SCR REQ
Correction Action Plan Request	CAP REQ
Correction Action Plan Modification Request	CAP MOD REQ
Correction Action Plan Approval	CAP APR
Correction Action Plan Denial	CAP DNL
Correction Action Plan Modification Approval	CAP MOD APR
Correction Action Plan Modification Denial	CAP MOD DNL
MTBE Assessment Request	MARS REQUEST
MTBE Pathway Elimination	MARS ELIM
MTBE Pathway Denial	MARS DNL
No Further Action Letter	NFA
Other Notable Correspondence	ONC (EPA CLASS V UIC and Well Abandonment)
Confirmed Release Report	CRR
Report Cover	Report Cover

Reports (File ID 2)

Site Summary Form	SSF
Site Characterization Report	SCR
Surface Release Characterization Report	SRCR
Closure Report	CLSR RPT
Correction Action Plan	CAP
Correction Action Plan Implementation	CAP IMP

Reports Cont. (File ID 2)

Correction Action Plan Modification	CAP MOD
MRR	X QTR (Year) MRR
MTBE Assessment Report Submittal	MARS
No Further Action Report	NFAR
Other Notable Report	ONR
Second Level Site Assessment	2 LVL SITE ASSMNT
Soil Disposal	SOIL DSPSL
Tank Closure Report	TCR
Temporary Closure Report	TEMP TCR
Tracking Form	TRKNG

* Effective 6/1/13. This is a guide to document names. Older documents may have different naming conventions.